

EFFECTIVE

April 1, 2009.

SUBJECTS

1. Forms & Publications Added to RFF.
2. Updated Graphic Exhibits and/or Text Revisions.
3. Forms Deleted.
4. Policy Revised.
5. Federal Poverty Levels.

**1) FORMS &
PUBLICATIONS
ADDED TO RFF**

The following forms and publications are added to RFF:

- DHS-729, Confidential Notice to Friend of the Court of Children's Protective Services Disposition and Family Court Action (effective 12/08).
- DHS-1450, How to Change a Custody or Parenting Time Order (effective 12/08).
- DHS-2221, Request for Off-Grounds Group Activity.

**2) UPDATED
GRAPHIC EXHIBITS
AND/OR TEXT
REVISIONS**

Graphics were replaced and/or text was updated for the following:

- DHS-Pub-16, Food Assistance Benefits.
- DHS-120, Notification of Proceeding Concerning American Indian Child & Indian Ancestry.
- DHS-220-A, Day Care Aide Provider Application.
- DHS-220-R, Relative Care Provider Application.
- DHS-259, Family Assessment of Needs and Strengths (revised 1/09).
- DHS-403, Short Term Family Support Information and Repay Agreement.

- DHS-595, Family Screening Tool.
- DHS-612, Adoptive Family Assessment Addendum.
- DHS-630, Weekly Activity Log.
- DHS-759, Request for Administrative Review of the Denial or Termination of Provider Enrollment.
- DHS-848, Certification of Translation For Non-English Speaking Applicants or Recipients.
- DHS-1046, Semi-Annual Contact Report.
- DHS-1078, Short Term Family Support Plan.
- DHS-1079, Short Term Family Support (STFS).
- DHS-1171, Assistance Application.
- DHS-1200, Child Abuse/Neglect Action (revised 12/08).
- DHS-1535, FAST/FSSP Notice for Those Deferred.
- DHS-1536, FAST/FSSP Notice for Those Referred.
- DHS-1538, Work And/Or Self-Sufficiency Rules For Cash Recipients.
- DHS-1910, Letter of Response to Central Registry Clearance (revised 1/09).
- DHS-2240, Change Report Form.
- DHS-2240A, Mid-Certification Contact Notice.
- DHS-3200, Report of Actual or Suspected Child Abuse or Neglect (revised 11/08).
- DHS-3200-SP, Report of Actual or Suspected Child Abuse or Neglect-Spanish Version (revised 11/08).
- DHS-3503, Verification Checklist.
- DHS-3524, Case Record Packet Cover Sheet.
- DHS-3688, Shelter Verification.

- DHS-4025, Child Care Provider Verification.
- DHS-4810, Application Checklist.

3) FORMS DELETED

The following form(s) have been deleted:

- DHS-805, Child Development and Care Billing/Reporting Record.
- DHS-1442, Children's Protective Services Investigation Checklist (revised 3/08). This form was incorporated into SWSS CPS.

4) POLICY REVISED

Policy for the following form(s) has been revised:

- DHS-2096, Child Death Investigation Checklist (effective 8/08).

**DHS-1171,
Assistance
Application**

All Programs

RFF 1171

The DHS-1171, Assistance Application, is updated. The previous edition is obsolete. However, you must continue to accept and process all previous versions of the DHS-1171.

Reason: Policy clarifications and updates, local office suggestions.

**DHS-220-A, Day
Care Aide Provider
Application**

RFF 220-A

Application has been revised. Revisions include:

- Sentence added to clarify that all pending crimes or criminal convictions must be disclosed on the provider application.
- Statement added informing the provider that the parent is responsible for child care expenses not authorized by DHS.

- Statement added that provider application will be denied in six (6) work days if proof of identity, age and Social Security number are not provided with the DHS-220-A.
- The limit of the number of children a day care aide may care for at any one time has been changed from six (6) to four (4). The exception to this policy is if all of the children are siblings or migrant children. The limit then would remain at six (6). The limit would include the day care aides own children.
- Requirement added that the provider is responsible to review the provider handbook and the DHS Web site.

Previous editions of the DHS-220-A are obsolete.

**DHS-220-R,
Relative Care
Provider
Application**

RFF 220-R

Application has been revised. Revisions include:

- Sentence added to clarify that all pending crimes or criminal convictions must be disclosed on the provider application.
- Statement added informing the provider that the parent is responsible for child care expenses not authorized by DHS.
- Statement added that provider application will be denied in six (6) work days if proof of identity, age and Social Security number are not provided with the DHS-220-R.
- The limit of the number of children a relative care provider may care for at any one time has been changed from six (6) to four (4). The exception to this policy is if all of the children are siblings or migrant children. The limit then would remain at six (6). The limits include the provider's own children.
- Great-aunts/step-great-aunts and great-uncles/step-great-uncles now meet relative care provider status.
- Requirement added that the provider is responsible to review the provider handbook and the DHS Web site.

Previous editions of the DHS-220-R are obsolete.

Reason: Program integrity.

**DHS-630, Weekly
Activity Log**

FIP and RAP

RFF 630

Form has been entered into RFF.

**DHS-759, Request
for Administrative
Review of the
Denial or
Termination of
Provider
Enrollment**

RFF 759

Address for submission of provider documentation has been changed.

**DHS-805, Child
Development and
Care Billing/
Reporting Record**

RFF 805

The DHS-805 is an obsolete form and was deleted from RFF.

**DHS-848,
Certification of
Translation/
Interpretation for
Non-English
Speaking
Applicants or
Recipients**

All Programs

RFF 848

New form required to verify translation/interpretation services provided to DHS client.

**DHS-1078, Short
Term Family
Support****FIP and RAP****RFF 1078**

Form has been entered into RFF.

**DHS-1079, Short
Term Family
Support****FIP and RAP****RFF 1079**

Form has been entered into RFF.

**DHS-1535, FAST/
FSSP Notice for
Those Deferred****FIP and RAP****RFF 1535**

Form has been entered into RFF.

**DHS-1536, FAST/
FSSP Notice for
Those Referred****FIP and RAP****RFF 1536**

Form has been entered into RFF.

**DHS-1538, Work
Rules****FIP and RAP****RFF 1538**

Form has been entered into RFF.

**DHS 4583, Child
Development and
Care (CDC)
Application**

RFF 4583

Application has been updated.

**Increase in FAP
Benefits**

FAP

RFT 260

Effective April 1, 2009, FAP benefits are automatically increased. The monthly minimum benefit amount for one and two-person categorically eligible households is increased from \$14 to \$16.

LOA2, CIMS and Bridges are updated to support the change.

Reminder: The old standard amounts are used for any budgets completed prior to the update. If a client applies for FAP in March and you are processing the application in April, a CIMS issuance code of 830 must be used to issue benefits for March, if applicable.

Reason: American Recovery and Reinvestment Act of 2009.

**5) FEDERAL
POVERTY LEVELS**

MA

RFT 236, 242 and 246

Federal Poverty Levels updated to effect 04/01/09 eligibility months.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 403
RFF 595
RFF 630
RFF 729
RFF 848
RFF 1078
RFF 1079
RFF 1450
RFF 1535
RFF 1536
RFF 1538
RFF 3200SP

Changed Items (content changes) ...

RFF 120
RFF 220A
RFF 220R
RFF 259
RFF 280
RFF 612
RFF 759
RFF 1200
RFF 1910
RFF 2096
RFF 3200
RFF 3524
RFF 3688
RFF 4025
RFF 4583
RFS 102
RFS 105
RFS 106
RFT 235
RFT 236
RFT 242
RFT 246
RFT 260

Changed Items (link changes only) ...

RFF 470
RFF 470A
RFF 517
RFF 1341
RFF 1945
RFF 4081
RFF 4810
RFF 4813
RFF 4814
RFF 4817

Deleted Items ...

RFF 805
RFF 1442
RFF 1928